



WEST VIRGINIA'S PROMISE

THE ALLIANCE FOR YOUTH

Pamela Dugan, State Director
4770 Paynes Ford Road Kearneysville, WV 25430
Phone (304)661-1460 Email: pdugan@frontiernet.net
www.fivepromises.wv.gov

Promise VISTA Request For Proposal

Applications are accepted on-going, to pdugan@frontiernet.net

General Information

Sponsoring
Organization:
Director:
Address:
County:
Telephone:
Email:
Fax:

Recruiting Contact Information

The contact person(s) is responsible for reviewing VISTA applications, conducting interviews, and notifying us of a final decision. Please note if different from the individual who will be responsible for VISTA Supervision. It is essential that the following information be accurate and kept current with our office should there be any changes in the contact person(s).

Contact Person
Email
Telephone
Fax
Address
Site Supervisor

Which of the following best describes your organization? *(Place an x next to the appropriate selection.)*

Government Agency

Federal
State
Municipal
School
County

Private Non-profit
Tribal
Other
Describe
Other:

Are you willing to partner with another organization or neighboring county to share a VISTA member? ☐ Yes ☐ No

Please explain:

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Volunteer Support Information (Mandatory)

Please place an x next to the appropriate selection

1. Will the VISTA have immediate and consistent access to a phone, computer, printer, fax, the internet and a desk?
Yes
No
2. Will all expenses for the use of these items be paid for by the sponsoring agency?
Yes
No
3. Will expenses for travel and per diem for site-specific travel and training be paid for by the sponsoring agency?
Yes
No If yes, at what rate?
4. Please include any other relevant information regarding VISTA support expenses.
5. Will the VISTA have immediate and consistent access to the supervisor?
6. Is the site supervisor committed to meeting with the site VISTA at least once every week for 30 minutes for supervision, direction, work plan development, quarterly reporting progress and feedback?
7. Has your organization hosted an AmeriCorps*VISTA in the past, or currently?
Yes
No
If Yes, What did they work on & accomplish?



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Agency Information (Mandatory)

Please answer the following questions.

1. What is your organization's mission/vision?
2. What are the major programs and services of your organization?
3. Do you participate in a community prevention coalition? If so, list the other participating members of the community prevention coalition.
4. Are you familiar with America's Promise, West Virginia's Promise or the Five Promise's? ☐ Yes ☐ No
5. Can your organization provide the **\$2,500.00** funds requested? ☐ Yes ☐ No
6. If you would like a VISTA placed in your community for a maximum of three years, what do you hope to accomplish in Year One, Year Two, Year Three, Year Four and Year Five.
7. To expand the VISTA Project each year a cost-share will be expected by each Host Site selected through a community cost-share mechanism by the way of a signed Memorandum of Understanding. *Projected Costs* for sites will be according to the following scale:

Year One	\$ 2,500/VISTA
Year Two	\$ 2,500/VISTA
Year Three	\$ 3,000/VISTA
Year Four	\$ 3,000/VISTA
Year Five	\$ 3,000/VISTA

Do you foresee your organization (*community partners*) providing the cost-share funds to attain a VISTA after the first year? ☐ Yes ☐ No



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8. The following four building blocks must be addressed in order to be successful. Please address each one:

Resource Development –

including strategies for fundraising, providing in-kind resources and human resources

Collaboration – including strategies for partnering with other organizations

Marketing and Promotion

– including strategies for public relations and working with the media

Volunteer Development –

including strategies for recruiting, training and maintaining a volunteer base.



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On-Site Orientation (Mandatory)

1. Include an On the Job Orientation and the steps you plan to take to acquaint the VISTA to the community (*resources guides, community meetings, etc.*) and project during the first week the VISTA is placed with you.
2. A VAD (VISTA Assignment Description) is a detailed description of the activities assigned to the VISTA member. Describe what activities in detail your VISTA member will do to accomplish the goals. (this will be added in the Steps section)

Site Assurances (Mandatory)

1. If a VISTA is placed with your project, the site supervisor is expected to attend required Supervisor training provided by the Corporation for the National and Community Service through the Charleston office, schedule will be provided when available. At this time trainings are through webinars and conference calls. Do you agree to attend trainings via traveling or electronically? Yes ☐ No ☐
2. Site Supervisors are encouraged and VISTA members will be required to attend State Trainings/Events throughout the year. Are you committed to attending the trainings?
☐ Yes ☐ No ☐

The dates and locations for 2012-2013 trainings/events are yet to be determined, but will be provided once available. ***It is encouraged and essential that you attend.*** Please provide **a statement of assurance** that the site supervisor for the project (or their designee) and VISTA member will attend training/events.

3. Submit a letter of support from your agency's board of directors indicating
 - a. support for the VISTA position,
 - b. an understanding of the VISTA's role,
 - c. the organization's commitment to assuring a successful VISTA placement,
 - d. support for working toward the goals, objectives and end outcomes of the proposed project.

Also include a list of board members and/or advisory council members.

Page 6-7 is a copy of the Volunteer Description Assignment (VAD). The red print cannot be changed. Please **add Steps** to fulfilling each Milestone that fit your organization. Your VISTA member does not have to serve towards both of the goals in **red**; you may select one that fit your needs.



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Volunteer Assignment Description

VISTA Project: West Virginia's Promise		VISTA Member Name:	
Site Name:		Assignment Area:	
		Date:	
VISTA Member Activities and Steps Checklist		Planned Period of Work	
Goal Statement 1: <i>Identify, enhance and increase community awareness to mobilize communities to provide all Five Promises to children and youth including those in and aging out of foster care. High School Graduation Initiative will target West Virginia schools due to their high dropout incidence; VISTA members will be promoting the Five Promises of America's Promise's and developing early warning systems to identify students early who are at risk of dropping out of high school we will decrease the dropout rates.</i>			
Milestone 1: <i>Increase, enhance, expand the number of Promises being provided.</i> <ul style="list-style-type: none"> - Indicator: <i>How many Promises provided.</i> - Target: <i>5</i> - Steps: - <i>Step 1:</i> - <i>Step 2:</i> - <i>Step 3:</i> 			
Milestone 1 Summary of Activities/Progress/Accomplishments/Results:		Milestone 1 Completed (date):	
Milestone 2: <i>Identify the number of children the Five Promises were provided to.</i> <ul style="list-style-type: none"> - Indicator: <i>Number of children</i> - Target: <i>100</i> - Steps: - <i>Step 1:</i> - <i>Step 2:</i> 			
Milestone 2 Summary of Activities/Progress/Accomplishments/Results:		Milestone 2 Completed (date):	
Milestone 3: <i>Asses the needs identify service gaps and best practices for programs that address the problems of children aging out of foster care in West Virginia.</i> <ul style="list-style-type: none"> - Indicator: <i>Gaps in services for children aging out of foster care will be identified.</i> - Target: <i>10</i> - Steps: - <i>Step 1:</i> - <i>Step 2:</i> 			
Milestone 3 Summary of Activities/Progress/Accomplishments/Results:		Milestone 3 Completed	



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	(date): _____
Milestone 4: <i>Research, and identify early warning systems to identify students early who are at-risk of dropping out of school. Increase the number of supports, programs, systems and training identified to assisting in helping students at-risk of dropping out of school.</i> - Indicator: <i>Number of supports/ programs/systems and trainings developed to identify students at-risk of dropping out of school.</i> - Target: 6 - Steps: - Step 1: - Step 2: - Step 3:	
Milestone 4 Summary of Activities/Progress/Accomplishments/Results:	Milestone 4 Completed (date): _____
Goal Statement 2: <i>Continue to develop the Five Promises to sustain programs by increasing funding to support program development</i>	
Milestone 1: <i>The VISTA members will research; grant applications, fundraising opportunities, and possible donors and develop template for tracking system.</i> - Indicator: <i>Number of possible donors identified.</i> - Target: 32 - Steps: - Step 1: - Step 2:	
Milestone 1 Summary of Activities/Progress/Accomplishments/Results:	Milestone 1 Completed (date): _____
Milestone 2: <i>Funding rose to sustain and develop programs, relationships established and strengthened</i> - Indicator: <i>Number of grants awarded and donations received</i> - Target: 10 - Steps: - Step 1: - Step 2:	
Milestone 2 Summary of Activities/Progress/Accomplishments/Results:	Milestone 2 Completed (date): _____



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Project Plan, Summary

Date:	
Project Name:	West Virginia's Promise-The Alliance for Youth, <i>(insert name of your organization/school here)</i>
Project Supervisor:	
(Continuation/New Site) Year of Project:	
Date of Requested Renewal:	
Focus Area(s) Addressed: <i>(underline the areas of focus)</i>	<input type="checkbox"/> Economic Opportunity <input type="checkbox"/> Education <input type="checkbox"/> Healthy Futures <input type="checkbox"/> Veterans and Military Families <input type="checkbox"/> Disaster Services <input type="checkbox"/> Environmental Stewardship

Need(s) Addressed by Project and Strategy used:

*1-2 Paragraph Summary of what the project will accomplish and how.
Must directly relate to "Focus Area(s)" indicated above.*

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(Continuations-New) Summary of Accomplishments:

Short Summary of what has been accomplished or plans to be accomplished by the VISTA in the previous or upcoming project year.

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Project Plan and Plan for Sustainability (Continuations and New)

Be sure to address how the results of the VISTA Project will be sustained beyond the VISTA's term.

Community Need Statement

Describe the specific need that will be addressed by the project.

Goal Statement

Describe the impact your project will have in addressing the community need identified above.

Performance Milestone (Expected Results)

- Describe what you hope to achieve in a particular activity area over the course of a 12month period.*

Has your organization hosted an AmeriCorps*VISTA in the past, or currently?

Yes _____ No _____

If Yes, What did they serve towards and accomplish?



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Project Name: West Virginia's Promise-The Alliance for Youth, (insert your Site here)

Year of Project:

Focus Area(s) addressed: ☐Economic Opportunity, ☐Education, ☐Healthy Futures, ☐Veterans And Military Families, ☐Disaster Services,
☐Environmental Stewardship

Community Need, Goal, and Performance Milestones:	Date(s)	Project Reporting
Service Category: GED/Dropouts		
Community Need: <i>Children who receive at least four of the Five Promises are much more likely than those who experience only one or zero Promises to succeed academically, socially and civically. Over 3,000 students dropped out of school in 2009. It has been proven when a child receives 4 out of 5 Promises they are more likely to stay in school, get a job and be a productive citizen. They are more likely to avoid violence, contribute to their communities and achieve high grades in school. By focusing on promoting the Five Promises of America's Promise's and developing early warning systems to identify students early who are at-risk of dropping out of high school we will decrease the dropout rates.</i>		
Goal Statement 1: <i>Identify, enhance and increase community awareness to mobilize communities to provide all Five Promises to children and youth including those in and aging out of foster care. High School Graduation Initiative will target West Virginia schools due to their high dropout incidence; VISTA members will be promoting the Five Promises of America's Promise's and developing early warning systems to identify students early who are at risk of dropping out of high school we will decrease the dropout rates.</i>		
Performance Milestone*: <i>Increase, enhance, expand the number of Promises being provided.</i> Indicator: <i>How many Promises provided.</i> Target: 5 How Measured: <i>Activity Log/reports</i>		
Performance Milestone*: <i>Identify the number of children the Five Promises were provided to.</i> Indicator: <i>Number of children</i> Target: 100 How Measured: <i>Activity Log/reports</i>		
Performance Milestone*: <i>Asses the needs identify service gaps and best practices for programs that address the problems of children aging out of foster care in West Virginia</i> Indicator: <i>Gaps in services for children aging out of foster care will be identified.</i> Target: 10 How Measured: <i>Activity Log/reports</i>	Date(s)	Project Reporting



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<p>Performance Milestone*: <i>Research, and identify early warning systems to identify students early who are at-risk of dropping out of school. Increase the number of supports, programs, systems and training identified to assisting in helping students at-risk of dropping out of school.</i></p> <p>Indicator: <i>Number of supports, programs, systems and trainings developed to identify students at-risk of dropping out of school.</i></p> <p>Target: <i>6</i></p> <p>How Measured: <i>Activity Log/reports</i></p>		
Community Need, Goal, and Performance Milestones: Service Category: <i>Non-profit Resource Development (Cash or In-kind)</i>	Date(s)	Project Reporting
<p>Community Need: <i>Increasing funding will assist in sustaining the youth serving organizations to be available for the children, youth and families in the counties where VISTA members are placed, allowing for organizations to offer Five Promise driven program to more children and youth. 23% of West Virginia children are in poverty. The average of children in poverty within the counties of our host sites is 21%. Some counties are very high at 23% - 28%. Single families homes is an indicator of low-income and poverty. From 23% to 27% of families are single home families in the counties where VISTA member are or being recruited. The average graduation rates of youth in counties where VISTA members are placed vary from 81.73 to 88.30.</i></p>		
<p>Goal Statement 1: <i>Continue to develop the Five Promises to sustain programs by increasing funding to support program development</i></p>		
<p>Performance Milestone* <i>The VISTA members will research; grant applications, fundraising opportunities, and possible donors and develop template for tracking system.</i></p> <p>Indicator: <i>Number of possible donors identified.</i></p> <p>Target: <i>32</i></p> <p>How Measured: <i>Activity Log/reports</i></p>		
<p>Performance Milestone* <i>Funding rose to sustain and develop programs, relationships established and strengthened.</i></p> <p>Indicator: <i>Number of grants awarded and donations received.</i></p> <p>Target: <i>10</i></p> <p>How Measured: <i>Activity Log/reports</i></p>		